उत्तर प्रदेश सरकार

कार्मिक अनुभाग–1

संख्या बी : 210/80–एस०आर०—25-77 कार्मिक–1

लखनऊ, दिनांक : 9 अप्रैल, 1980

कार्यालय-ज्ञाप

अच्छी कार्मिक व्यवस्था तथा सरकारी कर्मचारियों की सेवा से सम्बन्धित महत्वपूर्ण मामलों में सुव्यवस्थित निस्तारण तथा कर्मचारियों के मनोबल को बनाये रखने एवं यथोचित सुविधा एवं सुरक्षा देने की दिशा में सेवा नियमावलियों का स्थान सर्वोपरि है। विभागीय गठनों, विभिन्न संवर्गों और सेवाओं की रचना उनका गुणात्मक स्तर बहुत हद तक सेवा नियमावलियों के प्राविधानों से ही सुनिश्चित किया जाता है और इसीलिए इस पहलू पर विशेष जोर देते हुए कार्मिक द्वारा यह अपेक्षा की जाती है कि समस्त विभाग अपने अधीनस्थ सेवाओं के बारे में समझ-बूझ कर सेवा नियम बनायें।

2—उपरोक्त कार्यवाही जो लोकहित तथा विभाग दोनों के हितों के लिये अत्यन्त अपरिहार्य है, को सुविधा पूर्वक कराये जाने के लिये वर्ष 1970 में सेवा नियमावलियों के बारे में कतिपय निदेशक नीति (माडल ड्राफ्ट गाइड-लाइन्स) जारी किए गए। कार्मिक विभाग में पिछले कई वर्षों से नियमावली सेल के रूप में तीन अधिकारियों का एक कोष्ठक सेवा नियमावलियों में विशिष्ट परामर्श के लिए सृजित किया गया है। इन कार्यवाहियों के बावजूद सेवा नियमावलियों के बनाये जाने और उनके प्रख्यापित किये जाने के बारे में अभी बहुत कुछ करना शेष रह गया है। पिछले कई वर्षों से तदर्थवाद की निरन्तरता के फलस्वरूप तथा इस विकट समस्या के स्थायी समाधान के लिए कार्मिक विभाग द्वारा एक विशेष नियमावली को लागू कराया जा चुका है और अब प्रत्येक स्तर पर यह कार्यवाही सुनिश्चित करायी जानी है कि तदर्थ तैनातियों के अनुसार विनियमन के साथ ही किसी भी रूप में तदर्थवाद सेवा सम्बन्धी मामले न पनपने पाये।

3—उपरोक्त उपलब्धि के लिए एकमात्र विकल्प यह है कि सेवा नियमावलियों को अविलम्ब तैयार करके अथवा वर्तमान नियमावलियों में आवश्यक संशोधन करके सेवा सम्बन्धी प्राविधानों को लागू कराया जाय। साथ ही सेवा नियमों में भी जो प्राविधान कराये जायं, वे लोकहित और विभागीय आवश्यकताओं का वर्तमान तथा भावी के उपलब्धियों को ध्यान में रखते हुए सम्मिलित किये जायं। इस कार्यवाही में और अधिक सुविधा तथा सेवा सम्बन्धित विशिष्ट मामलों में एकरूपता के दृष्टिकोण से विभागों के उपयोगार्थ पुनः सेवा नियमावली सम्बन्धित निदेशक नीति लोक सेवा आयोग के परामर्श के बाद तैयार कर ली गयी है जिसे संलग्न किया जा रहा है।

4—शासन का निर्णय है कि समस्त विभाग अपनी विद्यमान अथवा बनाई जाने वाली दोनों विभागीय सेवा नियमावलियों में संलग्नक में दिये गये प्राविधानों को यथावत अपनाये और यदि नियमावली बना ली गई है, तो उनमें यथावांछित संशोधन कर लें।

5—शासन का यह भी निर्णय है कि संलग्न माडल ड्राफ्ट में उल्लिखित प्राविधान को यदि यथावत, अपनाने में कोई विशेष कठिनाई हो और यदि उनके बजाय अपवाद स्वरूप तथा विशेष परिस्थितियों में कोई अन्य व्यवस्था करना लोकहित में आवश्यक हो तो यह कार्मिक तथा न्याय विभाग का परामर्श लेकर उच्चादेश (मंत्री परिषद् या समतुल्य स्तर) से ही की जा सकती है या जारी रखी जा सकती है।

6—कृपया इस आदेश की जानकारी से तीन माह के अन्दर अपने विभागों से सम्बन्धित सेवा नियमावलियों में उपरोक्तानुसार कार्यवाही सुनिश्चित कर लें और यदि ऐसी कार्यवाही किसी विशेष प्राविधान अथवा विशेष प्राविधानों के बारे में संभव प्रतीत नहीं होती है तो इस सम्बन्ध में अन्य व्यवस्था हेतु विवरण तथा उक्त अवधि में ही नियमवली सेल को भेजें व यदि नियमावली सेल आवश्यक समझें, कार्मिक तथा न्याय विभाग में परामर्श प्राप्त करने के बाद उच्चादेश प्राप्त करें।

7—यहां उल्लेखनीय है कि कतिपय विभाग पदोन्नति से चयन के निमित्त यह प्रश्न उठाया करते है कि चयन हेतु रिक्तियों के किस अनुपात में पात्र अधिकारियों की संख्या रखी जाय। लोक सेवा आयोग की परिधि में आने वाले पदों के सम्बन्ध में तो इस विषय पर स्पष्ट प्राविधान उत्तर प्रदेश लोक सेवा आयोग सपरामर्श चयनोन्नति (प्रक्रिया) नियमावली, 1970 के नियम-8 तथा 21 में दिये गये हैं। उन्हीं के अनुसार सभी चयनकर्ताओं द्वारा कार्यवाही की जानी चाहिए। यही आधार ऐसे सभी पदों के सम्बन्ध में भी अपनाया जाए जो आयोग की परिधि के बाहर हो।

8—अधोहस्ताक्षरी को यह अनुरोध करने का निदेश हुआ है कि कृपया उपरोक्तानुसार कार्यवाही सुनिश्चित की जाय।

सुमन कुमार मॉडवल,
सचिव।

सेवा में,

शासन के समस्त सचिव, विशेष सचिव, संयुक्त सचिव,
उपसचिव तथा अनुसचिव।

संख्या बी : 210/80-एस०आर०—25-77 कार्मिक-1

प्रतिलिपि समस्त विभागाध्यक्ष एवं प्रमुख कार्यालयाध्यक्ष, उत्तर प्रदेश को सूचनार्थ तथा अनुपालनार्थ प्रेषित है।
प्रतिलिपि सचिवालय के समस्त अनुभागों को आवश्यक कार्यवाही हेतु।

आज्ञा से,
के०के०एन० सिंह,
उप सचिव।

MODEL DRAFT

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no.....dated.....

GOVERNMENT OF UTTAR PRADESH

.....DEPARTMENT/SECTION

NOTIFICATION

Miscellaneous

No.....

Dated Lucknow.....

IN exercise of the powers conferred by the proviso of Article 309 of the Constitution and in supersession of all existing rules and orders on the subject, Governor is pleased to make the following rules regulating recruitment and the conditions of service of persons appointed to the Uttar Pradesh.....service.

THE UTTAR PRADESH.....SERVICE RULES,

19——————

PART-I–GENERAL

1. (1) These rules may be called "The Uttar Pradesh.....Service Rules, 19..... Short title and commencement.

(2) They shall come into force at once.

2. The Uttar Pradesh.....Service is a.....comprising Group.....posts. Status of the Service.

3. In these rules unless there is anything repugnant in the subject or context. Definitions

(a) 'appointing authority' means.....;

(b) 'citizen of India' means a persons who is or is deemed to be a citizen of India under Part II of the Constitution;

(c) 'Constitution' means the Constitution of India ;

(d) 'Government' means the State Government of Uttar Pradesh ;

(e) 'Government' means the Governor of Uttar Pradesh;

(f) 'member of the service' means a person substantively appointed under these rules of or orders in force prior to the commencement of these rules to a post in the cadre of the Service;

(g) 'service' means the Uttar Pradesh.....service;

(h) 'substantive appointment' means an appointment, not being an *ad hoc* appiontment, on a post in the cadre of the service, and after selection in accordance with the rules and, if there are no rules, in accordance, with the procedure prescribed for the time being by executive instructions issued by the Goverment ;

(i) 'year' (recruitment means a period) of twelve months commencing from the first day of July of calendar year.

PART–II–CADRE

4. (1) The strength of the service and of each category of posts therein shall be a such as may be determined by the Government from time to time. Cadre of service

(2) The strength of the service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (1), as given in Appendix.....Provided that :—

(1) The appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation ;

(2) The Governor may create such additional permanent or temporary posts as he may consider proper.

PART–III–RECRUITMENT

Source of recruitment.

5. Recruitment to the various categories of posts in the service shall be made from the following sources :—

(1).....(i) By promotion from amongst.

(.....).

(2).....(ii) By direct recruitment.

(.....).

(Where recruitment is to be made both by direct recruitment and promotion percentage may be indicated).

Reservation.

6. Reservation for the candidates belonging to Scheduled Castes, scheduled Tribes and other Categories shall be in accordance with the orders of the Government in force at the time of the recruitment.

PART–IV–QUALIFICATION

Nationality.

7. A candidate for direct recruitment to a post in the service must be :—

(a) a citizen of India ; or

(b) a Tibetan refugee who came over to India before the Ist January, 1962 with the intention of permanently settling in India ; or.

(c) a person of Indian origin has migrated from Pakistan, Burma, Ceylon or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganika and Zanzibar) with the intention of permanently settling in India :

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government :

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh :

Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond a period of one year, shall be subject to his acquiring Indian citizenship.

NOTE—A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

Academic qualification.

8. A candidate for recruitment to the various posts in the service must possess the following qualifications :

Post	*Qualification*

Preferential qualification.

9. A candidate who has :—

(i) served in the territorial army for a minimum period of two years, or.

(ii) obtained a 'B' certificate of National Cadet Corps, shall, other things being equal, be given preference in the matter of direct recruitment.

Age

10. A candidate for direct recruitment must have attained the age of 21 years and must not have attained the age of more than 28 years on January 1 of the year in which recruitment is to be made, if the posts are advertised during the period Januaary 1 to June 30 and on July 1 if the posts are advertised during the period July 1 to December 31 :

Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the government from time to time shall be greater by such number of years as may be specified.

Character.

11. The character of a candidate for direct recruitment to a post in the Service must be such as to render him suitabe in all respects for employment in Government Service. The appointing authority shall satisfy itself on this point.

NOTE—Persons dismissed by the Union Government or a State Government or by a Local Authority or a Corporation or Body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the Service. Persons convicted of an offence involving moral turpitude shall also be ineligible.

Marital Status.

12. A male candidate who has more than one wife living or a female candidate who has married a man. already having a wife living shall not be eligible for appointment to a post in the service :

Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

Physical fitness

13. No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required :—

(a) in the case of *Gazetted* post or service, to pass an examination by a Medical Board ;

(b) in the case of other posts in the Service to produce a Medical Certificate of fitness in accordance with the rules framed under Fundamental rule 10, contained in chapter III of the Financial Hand-Book, Volume II, Part III :

Provided that a medical certificate of fitness shall not be required from a candidate recruited by promotion.

PART–V–PROCEDURE FOR RECRUITMENT

(When recruitment is to be made through Public Service Commission)

Determination of vacancies.

14. The appointing authority shall determine and intimate to the Commission the number of vacancies to be filled during the course of the year as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under rule 6.

By direct recruitment (when recruitment is to be made through competitive examination).

15. (1) Application for permission to appear in the competitive examination shall be called by the Commission in the prescribed form, which may be obtained from the Secretary to the Commission on payment.

(2) No candidate shall be admitted to the examination unless he holds a certificate of admission, issued by the Commission.

(3) After the results of the written examination have been received and tabulated, the Commission shall, having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and others under rule 6, summon for interview such number of candidates as, on the result of the written examination, have come up to the standard fixed by the Commission in this respect. The market awarded to each candidate at the interview shall be added to the marks obtained by him in the written examination.

(4) The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the aggregate of marks obtained by each candidate at the written examination and interview and recommend such number of candidates as they consider fit for appointment. If two or more candidate obtain equal marks in the aggregate, the name of the candidate obtaining higher marks in the written examination shall be placed higher in the list. The number of names in the lists shall be larger (but not larger by more than 25%) than the number of vacancies. The Commission shall forward the list to the appointing authority.

NOTE—The syllabus and rules for competitive examination shall be such as may be prescribed by the Commission from time to time.

(When recruitment is to be made otherwise than through Competition).

By direct recruitment.

15. (1) Application for being considered for selection shall be called by the Commission in the prescribed form, which may be obtained from the Secretary to the Commission on payment.

(2) The Commission, shall having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories in accordance with rule 6, call for interview such number of candidates, who fulfil the requisite qualifications, as they consider proper.

(3) The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the marks obtained by each candidate in the interview. If two or more candidates obtain equal marks, the Commission shall arrange their names in order of merit on the basis of their general suitability for the service. the number of the names in the list shall be larger (but not larger by more than 25%) than the number of the vacancies. The Commission shall forward the list to the appointing authority.

Procedure for recruitment by promotion.

16. Recruitment by promotion shall be made on the basis of merit/seniority subject to the repection of unfit in accordance with the Uttar Pradesh Promotion by Selection in Consulation with Public Service Commission (Procedure) Rules, 1970 as amended from tome to time.

NOTE—The Uttar Pradesh Promotion by Selection in consultation with the Public Service Commission (Procedure) Rules, 1970 are given in appendix.....

(Omit whichever is in applicable)

OR

PART–V–PROCEDURE FOR RECRUITMENT

(When recruitment is to be made otherwise than through Public Service Commission)

Determination of vacancies.

14.The appointing authority shall determine and notify to the employment Exchange, in accordance with the rules and orders for the time being in force, the number of vacancies to be filled during the course of the year as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under rule 6.

Procedure for direct recruitment.

15. (1) For the purpose of recruitment, there shall be constituted a Selection Committee comprising :—

1.

2.

3.

(2) The Selection Committee shall scrutinize the applications and require the eligible candidates to appear in a competitive examination and/or in interview.*

(*Omit whichever is in applicable)

NOTE—The syllabus and procedure for competitive examination is given in Appendix.....

(Omit in case of selection by interview only)

(3) After the marks obtained by the candidates in the written test have been tabulated, the Selection Committee shall, having regard to the need for securing due representation of the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories in accordance with rule 6, call for interview such number of candidates as, on the result of the written examination, have come upto the standard fixed by the Committee in this respect. The marks awarded to each candidate in the interview shall be added to the marks obtained by him in the written test.

(Omit in case of selection by interview and renumber the subsequent sub-rule).

(4) The Selection Committee shall prepare a list of candidates in order of merit as disclosed by aggregate of marks obtained by then in the written test and interview* as disclosed by the marks obtained in the interview* . If two or more candidates obtain equal marks, the candidates obtaining higher marks in the written test shall be placed higher/* the Selection Committee shall arrange their names in order of merit on the basis of their general suitable for the post. The number of the names in the list shall be larger (but not larger by more than 25%) than the number of the vacancies. (*Omit whichever in inapplicable).

OR

Procedure for direct recruit-ment to the post of

15. Where the post is covered by the Subordinate Office Ministerial Staff (Direct Recruitment) Rules, 1975 or the Class IV Emploies Service Rules, 1975.

Recruitment to the post of.....shall be in accordance with the procedure laid down in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975/Class IV Emploies Service Rules* .

(*Omit whichever is inapplicable).

Procedure for recruitment for promotion if is not.

16. (1) Recruitment by promotion shall be made on the basis of merit/* Seniority subject to the rejection of unfit through the Selection Committee Constituted under rule 15. (*Omit whichever is inapplicable).

(2) The appointing authority shall prepare an eligibility list of the candidates arranged in order of seniority, and place it before the Selection Comittee alongwith their character rolls and such other record, pertaining to them, as may be considered proper.

(3) The Selection Committee shall consider the cases of candidates on the basis of the reccords, referred to in sub-rule (2), and, if it considers necessary, it may interview the candidates also.

(4) The Selection Committee shall prepare a list selection candidates arranged in order of seniority and forward the same to the appointing authority.

Combined select list.

17. If in any year of recruitment appointment are made both by direct recruitment and by promotion, a combined select list shall be prepared by taking the names of candidates from the relevant lists, in such manner that the prescribed per centage is maintained, the first name in the list being of the person appointed by promotion.

Illustrations :—

(i) Suppose, in a service, appointment is made both by direct recruitment (D) and by promotion (p) in the ratio of 75:25 and in particular year, there are 20 vacancies. In such a case, 15 vacancies will go to the direct recruits and 5 vacancies to promotees. After the selections are made the Combined Select list shall be prepard in the following cyclic order :

1. D	11. D
2. D	12. D
3. D	13. P
4. D	14. D
5. P	15. D
6. D	16. D
7. D	17. P
8. D	18. D
9. P	19. D
10. D	20. D

(ii) If in the above case instead of recruitment, in any Year (X), being in accordance with the prescribed quota 8 persons are recruited by promotion and 12 directly and the rules or where there are no rules, the relevant orders in force for the time being do not permit the unfilled vacancies of any source being filled from the deficiency in the quota of direct recruits is made good in the next year (Y) by recruiting 18 direct recruits and 2 promotees out of 20 vacancies the conbined select list in (X) and (Y) years shall be prepared in the following cyclic order :

(X) Year			(Y) Year		
1. D	10. D		1. D Unfilled	11. D	
2. D	11. D		2. D quota of	12. P Excess	
3. D	12. D		3. D (X) year	of (X) Year.	
4. D	13. P		4. P Exces of	13. D	
			(X) year.	14. D	
5. P	14. D		5. D	15. D	
6. D	15. D		6. D	16. P	
7. D	16. D		7. D	17. D	
8. D	17. P		8. P Exces of (X) Year	18. D	
9. P			9. D	19. D	
			10. D	20. P	

(iii) If, in the case mentioned in illustration (ii), the rules or, where there are no rules, the relevant orders in force for the time being provided for the unfilled vacacies of any source being filled from the other sources in specified contingency and the unfilled 3 vacancies of derect recruits are so filled by promotions the combined select list shall be in the following cyclic order:

1. P	7. D	13. D	19. P
2. D	8. D	14. D	20. P
3. D	9. P	15. D	
4. D	10. D	16. D	
5. P	11. D	17. P	
6. D	12. D	18. P	

Appointment

PART VI—APPOINTMENT, PROBATION, CONFIRMATION AND SENIORITY

18. (1) Subject to the provisions of sub-rule (2) the appointing authority shall make appointment by taking the names of candidates in the order in which they stand in the lists prepared under rules, 15, 16, or 17 as the case may be.

(2) Where, in any year of recruitment, appointments are to be made both by direct recruitment and by promotions, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with rule 17.

(3) If more than order of appointment are issued in respect of any one seletion, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they are promoted. If the appointments are made both by direct recruitment and by promotion, names shall be arranged in accordance with the cyclic order, referred to in rule 17.

(4) The appointing authority may make appointments in temporary or officiating capacity also from the list prepared under sub-rule (1). If no candidate borne on these lists is availables, he may make appointments in such vacancy from amongst persons eligible for appintment under these rules. Such appointments shall not last for a period exceeding one year or beyond the next selection under these rules, whichever be earlier, and where the post is within the purview of the Commission, the provisions of regulations 5 (a) of the U.P. Public Service Commission (Limitation of Functions) Regulations, 1954 shall apply.

Probation

19. (1) A person or appointment to a post or Service in or against a permanent vacancy shall be placed on probation for a period of two years.

(2) The appointing autority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date upto which the extention is granted :

Provided that, save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstance beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities of has otherwise failed to give satisfaction he may be aeverted to his substantive post, if any, and if he does not hold a lien on any post, his serveces may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.

(5) The appointing autority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken in to account for the perpose of computing the period of probation.

20. A probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation if—

(a) he has passed the prescribed departmental examination, if any.

(b) he has successfully undergone the prescribed training, if any.

(c) his work and conduct is reported to be satisfactory

(d) his integrity is certified, and

(e) the appointing authority is satisfied that he is otherwise fit for confirmation.

[Omit (a) and/or (b) if inapplicable]

Seniority.

21. (1) Except as hereinafter provided, the seniority of persons in any catagery of post shall be determined from the date of the orders of substantive appointment and if two or more persons are appointed together, by such the order in which their names are arranged in the appointment order :

Provided that if the appiontment order specifies a particular back date with effect from which a person substantively appionted, that date, will be deemed to be the date of order of substantive appintment and, in other case, it will mean the date of issue of the order :

Provided further that, if more than one order of appointment are isued in respect of any one, one-selection the seniority shall be as mentioned in the combined order of appointment issued under subrule (3) of rule 18.

the senirority *inter se* of persons appointed directly on the result of any one selection, shall be the same as determined by the Commission or, as the case may be, by Selection Committee:

Provided that a candidate recruited directly may lose his seniorty if he fails to join without valid reasons when vacancy is offered to him the decision of the appointing authority as to the validity of reasons shall be final.

(3) The Seniority *inter se* of persons appointed by promotion shall be the same as it was in the cadre from which they were promoted.

(4) Where appointments are made both by promotion and direct recruitment or from than one source and the respective quota of the sources is prescribed, the *inter-se* seniority shall be detemined by arranging the names in a cyclic order in a combined list, prepared in accordance with rule 17, in such manner that the prescribed percentage is maintained:

Provided that—

(i) Where appointments from any source are made in excess of the prescribed quota, the persons appointed in excess of quota shall be pushed down, for seniority, to subsequent year or years in which there are vacancies in accordavce with the quota.

(ii) Where appointments from any sources fall short of the prescribed quota and appointments against such unfilled vacancies are made in subsequent year or years, the persons so appointed shall not get seniority of any earlier year but shall get the seniority of the year in which their appointments are made, so, however, that in the combined list of that year, to be prepared under this urle, their names shall be place at the top followed by the names, in the cyclic order, of the other appointees.

(iii) Where, in accordance with the rules or prescribed procedure, the unfilled vacancies from any source could, in the circumstances mentioned in the relevant rule or procedure be filled from the other source and appointment in excess of quota are so made, the persons so appointed shall get the seniority of that very year as if they are appointed against the vacancies their quota.

PART VII—PAY ETC.

Scales of pay

22. (1) The scales of pay admissible to persons appointed to the various categories of posts in the service, whether in a sustantive or officiating capacity or as a temporary measure, shall be such as may be determined by the Government form time to time.

(2) The Scales of pay at the time of the Commencement of those rules are geven as follows:

Name of post	Scale of pay
1.....	
2.....	

Pay during probation.

23. (1) Notwithstanding any provision in the fundamental Rules, to the contrary, a person on probation, if he is not already in permanent Government service, shall be allowed his first increment in the time scale when he has completed one year of satisfactory service, has passed departmental examination and undergone training, where prescribed, and second increment after two years service when he has completed the probationary period and is also confirmed.

Provided that if the period of probation is extended on account of failure to give satisfaction such extension shall not count for increment unless the apponting authority directs otherwise.

(2) The pay during probation of persons who has already holding a post under the Government, shall be regulated by the relevant fundamental rules:

Provided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing autority directs otherwise.

(3) The pay during probation of a person already in permanent Government service shall be regulated by the relevent rules, applicable to Government servants generally serving in connection with the affairs of the State.

Criterian for crossing efficiycen bar

24. No persons shall be allowed to cross—

(i) the first efficiency bar unless his work and conduct is found to be satisfactory and unless his integrity is certified, and

(ii) the second efficiency bar unless he has worked deligently and to the best of his ability, his work and conduct is found to be satisfactory and unless his integrity is certified.

PART VIII–OTHER PROVISIONS

Convessing

25. No recommendations, either written or oral, other than those required under the rules applicable to the post or service will be take into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

Regulation of other matters.

26. In regard to the matters not specifically covered by these rules or special orders, persons appointed to the service shall be governed by the rules, regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.

Relaxation from the conditions of service.

27. Where the State Government is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the service causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary dealing with the case in a just and equitable manner :

Provided that where a rule has been framed in consultation with the Commission, that body shall be consulted before the requirements of the rule are dispensed with or relaxed.

Saving.

28. Nothing in these rules shall affect reservations and other concessing required to the provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories or persons in accordance with the orders of the Government issued from time to time in this regard.

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